

PERSONNEL DIRECTOR

Under general direction of the Executive, the Personnel Director is responsible for administering an Agency-wide personnel program including: the formulation of overall personnel policy; the efficient operations of personnel procurement, placement, position classification and wage administration, personnel relations and welfare, testing, training and the maintenance of appropriate supporting records; inspection and review of all phases of the personnel program, field and departmental; conduct of research in the field of personnel as required in the support of operational programs; and advising, from an operating viewpoint, in the development of policies and methods necessary in establishing an employee development program.

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PERSONNEL STUDIES & PROCEDURES STAFF

Under general direction of the Personnel Director, the Chief, Personnel Studies and Procedures Staff is responsible for: inspection and review of all phases of the personnel program, field and departmental; conduct of research and preparation of special studies in connection with proposed legislation affecting personnel administration, changes in efficiency rating systems, salary and wage policy, employee attitude surveys, personnel utilization, and various personnel statistical reports; and development and maintenance of the Agency Personnel Manual, procedures and forms.

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OVERT PERSONNEL DIVISION

Under the direction of the Personnel Director, the Chief of the Overt Personnel Division is responsible for administering the placement, testing, standards and training, personnel relations, and transactions and records phases of an active and comprehensive personnel program servicing all overt activities of the Agency and the National Security Council and, additionally, for providing testing, training and standards services and certain placement and records services to employees and units of covert activities; formulates general internal operating procedures; participates in the development of overall personnel procedures with the Office of the Personnel Director through the submission of recommendations, critical review of proposals and the administration of trial tests; reviews operations in terms of adequacy of the personnel program; provides assistance to all office chiefs on the personnel phases of operating problems; assures that all mandatory provisions of the law and Agency regulations are followed in personnel operations under his jurisdiction; develops and maintains operational coordination of those phases of the overall personnel program under his jurisdiction with the chiefs of other divisions of the Office of the Personnel Director.

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MILITARY PERSONNEL DIVISION

Under the general direction of the Personnel Director, the Chief, Military Personnel Division is responsible for the procurement, assignment, administration and disposition of military personnel detailed to the Agency from military departments of the Department of Defense; conducts necessary liaison with appropriate offices of the Department of Defense; maintains all necessary records pertaining to military personnel and renders such reports concerning military personnel as required.

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PERSONNEL PROCUREMENT DIVISION

Under the direction of the Personnel Director, the Chief, Personnel Procurement Division is responsible for the development and administration of the field procurement program which services all offices and staffs of CIA; directs a staff of recruitment officers engaged in the procurement of highly specialized executive and professional personnel as well as administrative, clerical and other categories of employees; establishes contacts and maintains constant liaison with recruitment sources such as schools, colleges, universities, industry, professional societies and other government agencies in order that the Agency be effectively staffed.

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#### CLASSIFICATION AND WAGE ADMINISTRATION DIVISION

Under the direction of the Personnel Director, the Chief, Classification and Wage Administration Division is responsible for the establishment and maintenance of a comprehensive classification salary and wage administration program; the delegated authority for the allocation of all positions through GS-15; the development of Agency classification standards; the salary and wage administration activities covering all departmental and field positions of the Agency for the employment of staff employees, staff agents, consultants, indigenous and foreign national employees, as well as job evaluation services and guidance relative to the salaries of the various categories of agent personnel.

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COVERT PERSONNEL DIVISION

Under the direction of the Personnel Director, the Chief of the Covert Personnel Division is responsible for the development and administration of a comprehensive personnel program including the placement, personnel relations, transactions and records, specialized processing and movement of covert personnel and dependents and related phases involved in servicing all covert activities of the Agency; formulates general internal operating procedures and participates in the development of overall personnel procedures with the Office of the Personnel Director through the submission of recommendations, critical review of proposals and the administration of trial tests; reviews operations in terms of adequacy of the personnel program; provides assistance to all office chiefs on the personnel phases of operating problems; assures that all mandatory provisions of the law and Agency regulations are followed in the personnel operations under his jurisdiction; develops and maintains operational coordination of those phases of the overall personnel program under his jurisdiction with the chiefs of other divisions of the Office of the Personnel Director.